

iWeb Step-by-Step



Contents

- Getting Started With A Welcome Page . . . 2
- Creating A Photo Page 10
- Creating A Photo Album Page. 14
- Creating A Blog 19
- Creating A Podcast 26
- Managing Navigation And Links 33
- Publishing Your Site 35

iWeb Step-by-Step

iWeb makes it easy to create elegant web pages using your own photos, music, and videos created in iLife. And, if you have a .Mac membership, publishing sites is just a couple of clicks away. These custom sites can be used to share and present lessons. Your situation may be different, so these lessons assume that you'll be giving your finished web pages to a website administrator to publish.

This step-by-step guide is designed to supplement the videos on the DVD. By using both, you can quickly create your own web pages, blogs, and photo galleries, and post them on your website. The tutorials here will lead you through creating specific parts of the ocean field trip project.



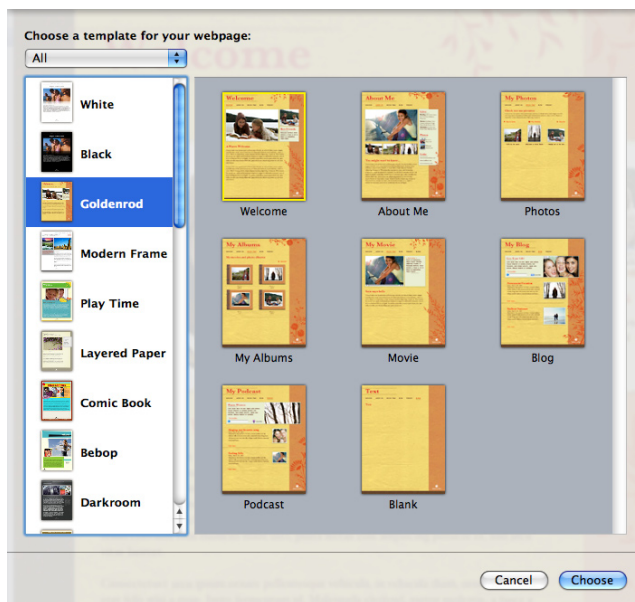
Getting Started With A Welcome Page

Basic web pages have a few common elements—some text, some links, and a few graphics, artfully displayed. Creating a basic page is easy with iWeb, with its built-in page templates and graphics. Although we'll get started by building a Welcome page, these techniques apply to any page you create using iWeb.

To create a welcome page in iWeb:

- 1 Open iWeb by clicking its icon in the Dock. If you've removed the iWeb icon from the Dock, double-click its icon in your Applications folder.

If this is the first time you've launched iWeb, it will display the built-in page templates.



iWeb has many built-in themes, each with several page templates. We've chosen the Goldenrod theme for our tide pool site.

If you've already launched iWeb, it will load the last site you worked on. To access the page templates, choose File -> New Site, or type Command-Shift-N.

- In the theme column on the left, choose a theme for your site. Next, select the Welcome template on the right, and click Choose.

The Welcome page template loads in the main iWeb window.



We'll use the Welcome page template for our first tide pool project page.

- Click the headline text and type a new headline.

The text you type replaces the placeholder text.



Replacing the placeholder can have some unintended consequences, such as our two-line headline. We'll fix that shortly.

- 4 Select the headline and click Fonts in the lower-right corner of the window.

The Font panel appears.



The Font panel lets us control the font family, typeface, and size of text on the page—as well as its color and style.

- 5 Slide the slider on the right to adjust the size of the selected text. Alternatively, type a new font size in the panel's Size field and press Return.

The headline font is adjusted to the size you set.



By reducing the headline's font size, we can make it fit comfortably on one line.

- 6 Click the Font panel's close box, then with the headline text still selected, click the Inspector button in the lower-right corner of the window.

The Inspector panel appears.



The Inspector panel lets us control the behavior and style of iWeb page elements.

- 7 In the Inspector panel, click the Text Inspector button, and then click the Center Text button in the Color & Alignment section.

The headline is centered.



By clicking Center in the Text Inspector, we've centered the headline text on the page.

- 8 Click the close button on the Inspector, and then select any graphics that need to be moved or resized, and do one or more of the following:
 - Move graphics by dragging them to new locations—you may have to click carefully to select the graphic you want
 - Resize graphics by dragging the resize handles at the corners



To make the headline more legible—and more attractive—we've moved the leaves in the upper-right corner farther to the right, and we've moved the upper and lower lines to match the length of our new headline.

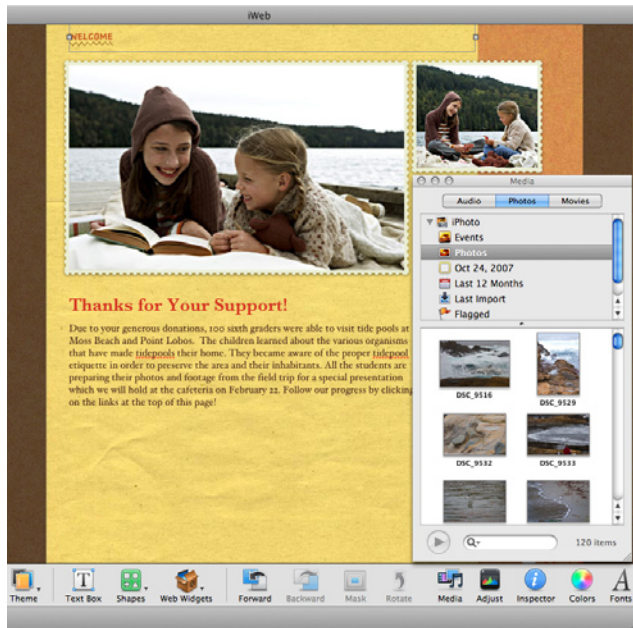
- 9 Click each text area on the page, and replace the placeholder text with your actual page text. You can do this by typing the text, or by pasting copied text. When pasting, choose Edit -> Paste and Match Style. Remove any unneeded text areas by selecting them and then pressing Delete.

The page text is customized.



We've customized all of the text on the page—next comes the graphics.

- 10 In the lower-right part of the window, click the Media button, and then click Photos. The Media browser appears, showing your iPhoto library and albums.



All of our tide pool images in iPhoto—including the iPhoto albums—are available through the Media browser.

- 11 Drag the images you want to use from the Media browser onto the placeholder images. The images that you drop will replace the placeholder images on the page.



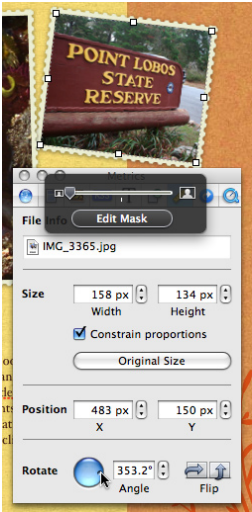
Simply drag tide pool pictures from the Media browser onto the placeholders to add them to our site.

- 12 Close the media browser. Fine-tune your images by doing one or more of the following to them:
- Double-click an image to bring up the Edit Mask menu. Slide the slider to change the size of the image, and drag it to move the image inside the mask.



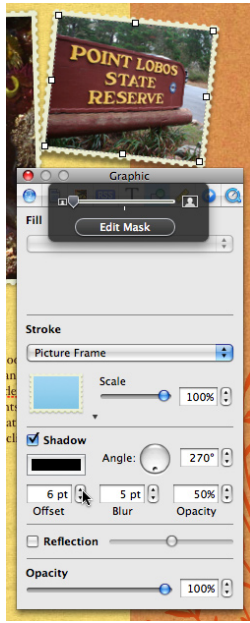
To move the image inside the mask, simply drag it.

- Select an image, and then click the Inspector button to bring up the Inspector window. Click the Metrics icon in the Inspector, and then drag the rotation control to rotate the image.



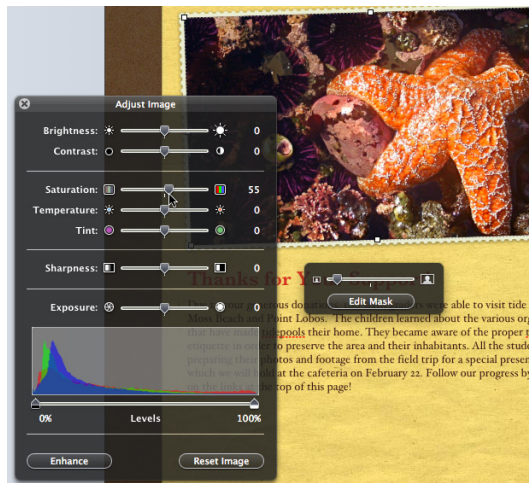
We've rotated this image clockwise by turning the Rotate control at the bottom of the window.

- Select an image, and then click the Graphic button in the Inspector window. Adjust the image's drop shadow settings. Close the Inspector window when you're done.



To adjust a drop shadow, simply change the controls in the Shadow portion of the Inspector panel. Here, we've deepened the shadow by increasing its offset.

- Select an image, and then click the Adjust button in the bottom of the window. In the controls that pop up, adjust the image's saturation, brightness, contrast, and other settings. Close the control panel when you're finished.



By sliding the Saturation control to the right, we've saturated the starfish's color a bit.

You've just created a welcome page, ready for publishing.

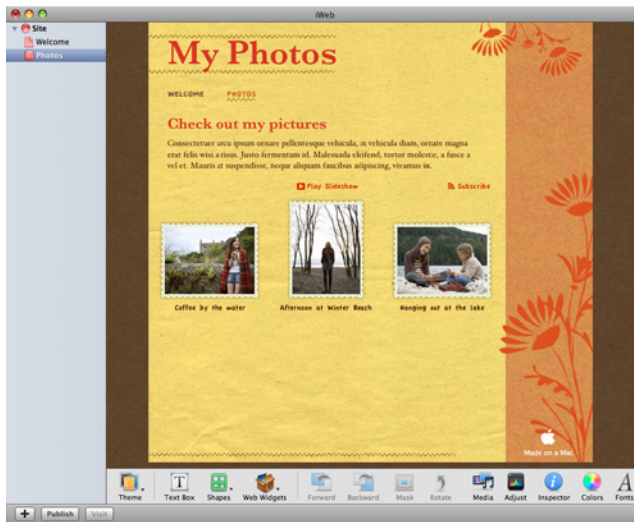
Creating A Photo Page

iWeb lets you build photo pages from individual images, or even from iPhoto albums.

To create a photo page:

- 1 With your site open in iWeb, click the + button on the bottom-left part of the window. In the Templates pane that slides down, select a theme and then the Photos template, and then click Choose.

A photo page template loads.



The photo page template serves as a starting point for our tide pool pictures page, with some placeholder text and a few images.

- 2 In the lower-right portion of the page, click the Media button, then click Photos in the resulting Media panel.

The iPhoto image library loads in the Media browser.



The Media browser shows all of the tide pool photos in iPhoto's library. We'll use these to populate the template.

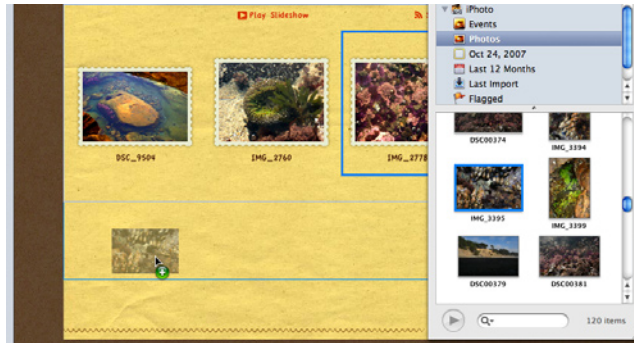
- 3 Drag your first photo from the Media browser to the placeholder on the photo page.

The image is loaded on the page, and the rest of the images disappears.



The first image dropped on the page loads in the upper-left corner of the page.

- 4 Continue to drag photos onto the page—make sure you drop them in the blue rectangle—until you've added all of the photos you want.



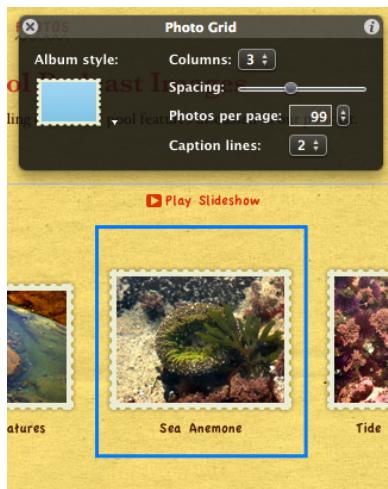
When you drag a photo onto the page, the cursor takes on a green circle with a white "+"—indicating that the image will be added to the page where you drop it.

- 5 Close the media browser. Double-click the caption text below each photo, then type the caption you want. Do the same for the headline and text at the top of the page.



By double-clicking each headline, description, and caption, we can make the page more descriptive of our tide pool project.

- 6 Click an image on the page to bring up the Photo Grid controls. In this panel, you can change settings for the entire page. Do the following:
- Select the border you'd like to use
 - Set the number of columns
 - Change the spacing between pictures
 - Adjust the number of photos per page
 - Increase or decrease the number of lines for each photo caption



The Photo Grid control panel lets you set how the photos appear on the page. Here, we've set it to three columns worth of photos with a white photo border, and two caption lines.

- 7 Rearrange pictures on the page by dragging them to new locations. As you do, the pictures on the page will move to make room for the picture you're moving.



Drag images on the page to rearrange them—the other pictures on the page will move out of the way to make room.

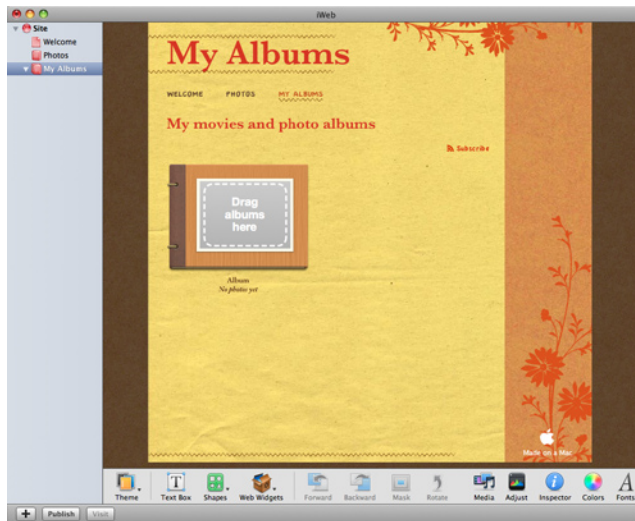
Creating A Photo Album Page

iWeb's integration with iLife makes it easy to build a photo album page using an existing iPhoto album.

To create a photo album:

- 1 With your site open in iWeb, click the + button on the bottom-left part of the window. In the Templates pane that slides down, select a theme and then the Photos template, and then click Choose.

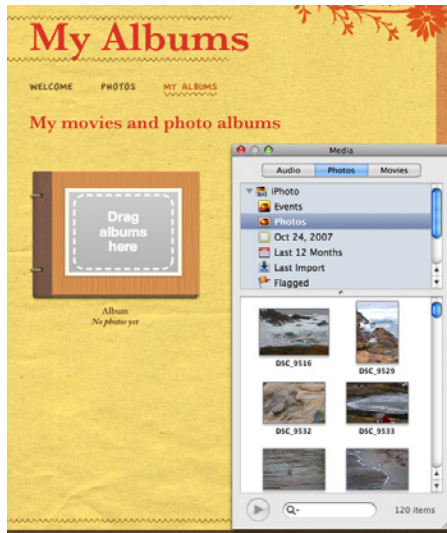
An album template page loads.



The Album template page is our starting point. Here, we'll eventually include three separate albums.

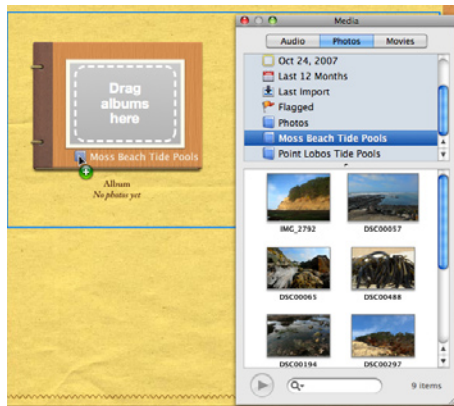
- 2 In the lower-right corner of the window, click the Media browser button, and then click Photos.

The Media browser loads the iPhoto library contents.



All of our tide pool images in iPhoto are available in the Media browser.

- 3 In the Media browser, scroll down to the albums section, and then drag an album from the Media browser onto the album placeholder.



Here, we're dragging our Moss Beach Tide Pools album (created in iPhoto) onto our album page.

iPhoto creates a new photo page and populates it with pictures from the album you just dropped.



When you drop an album onto the album page, iWeb automatically adds it to the album index, and then it creates a new photo page. Here, iWeb has created a photo page from our iPhoto album.

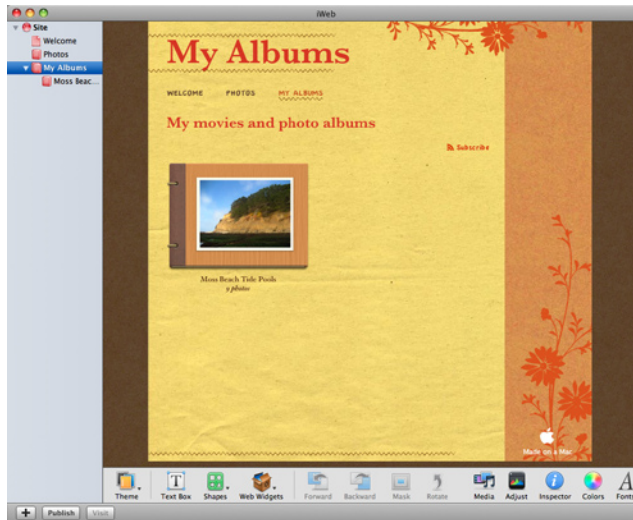
- 4 Close the Media browser, and then customize the headlines, captions, and photos you did in steps 5-7 of "Creating A Photo Page."



We've edited the placeholder text to tell our visitors about the Moss Beach tide pools.

- 5 In the left column, click My Albums.

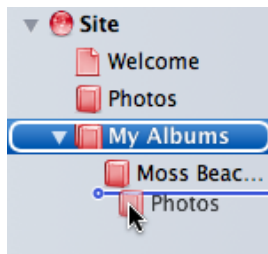
The site's main album page loads. The placeholder image has been replaced with the first image from the album you dropped.



iWeb has automatically created an album for us, using the iPhoto album title as a description underneath the image. The page title and links at the top of the page are up to us to customize.

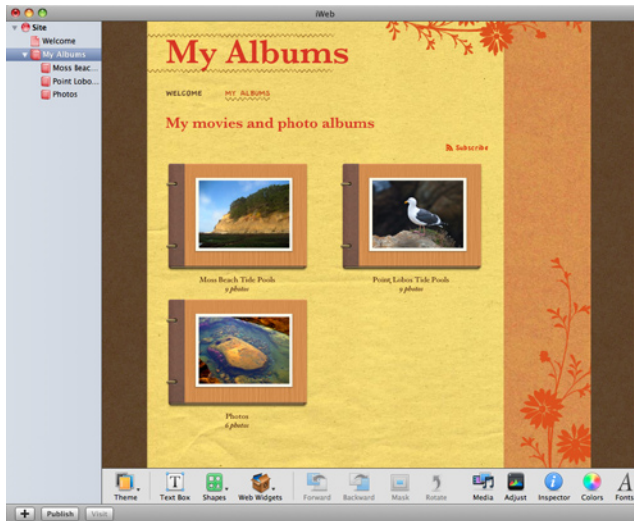
- 6 In the left column, drag the photo page you created in “Creating A Photo Page” onto the My Albums item.

The photo page is added to the photo album index.



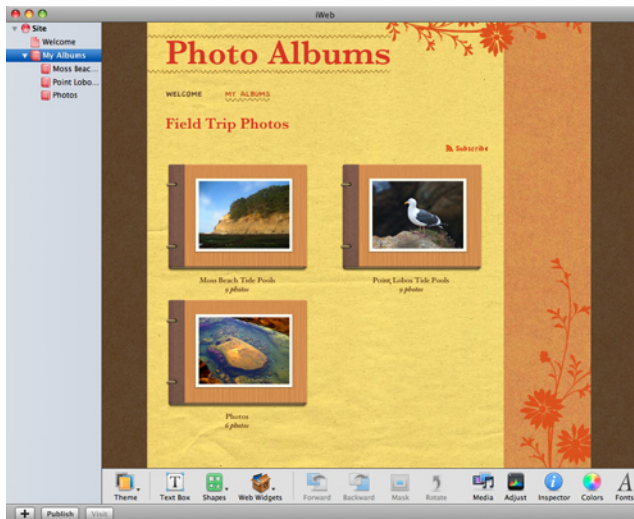
To add the Photos page we created earlier to our new album index, we simply drag it where we want it to appear—in this case, right below the Moss Beach album.

- 7 Repeat Steps 2-5 to add any other iPhoto albums to your album index.



Using Steps 2-5, we've added a Point Lobos album to our albums index.

- 8 Double-click each text area and type new headlines and captions to replace the placeholders.



We've customized the placeholder headlines to describe our field trip.

Your photo album index and all of the photo albums are complete.

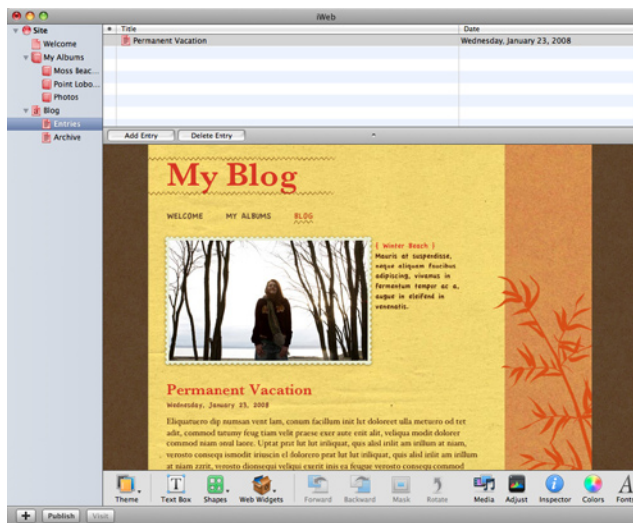
Creating A Blog

iWeb lets you create and maintain a blog with ease—and that’s a great way to share up-to-date information on a class project.

To create a blog:

- 1 With your site open in iWeb, click the + button on the bottom-left part of the window. In the Templates pane that slides down, select a theme and then the Blog template, and then click Choose.

A blog template page loads, and two additional pages are created: a blog index and a blog archive. The archive page is automatically updated; we’ll have to make some changes to the index page later.



Our tide pool blog starts with one template entry—we'll customize it and add more entries later.

- 2 Double-click each text area, and type new text to replace the placeholder text. This includes the page title, the caption, the blog entry headline, and the blog entry.

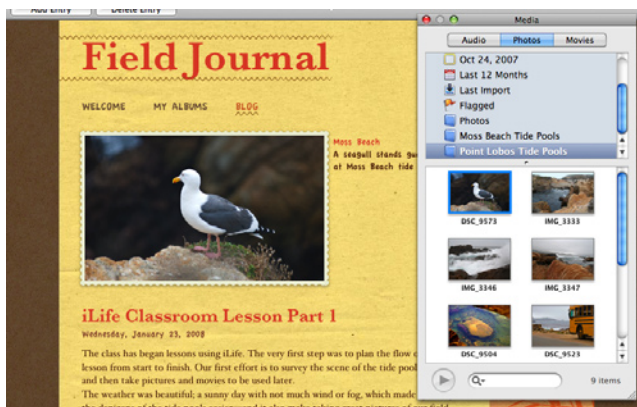
The page is ready for pictures. Notice that the entry name at the top has changed to match the title you typed below.



The entry title at the top is the same as the headline below the image—change one, and the other changes.

- 3 Click the Media button to open the Media browser, and then click Photos. Drag a picture from the media browser onto the placeholder image.

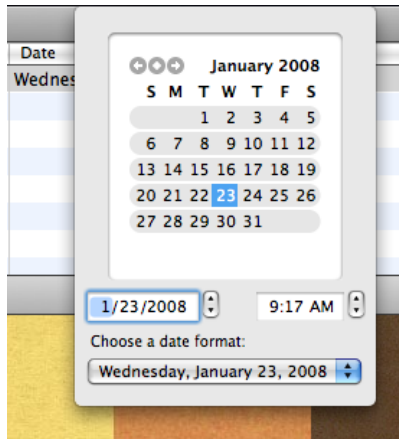
The image you dragged replaces the placeholder.



We've replaced the placeholder image with a picture of a seagull—dragged directly from the Media browser.

- 4 By default, the blog entry is set to the current day. If you need to change the date, click the entry date in the entry list. Otherwise, skip to Step 6.

A calendar appears.



The calendar pane lets us choose a date for our blog entry—if it's different than the current date.

- 5 Choose a different date for your blog entry by double-clicking it on the calendar.

The calendar closes and the blog entry is updated with the new date.



Once you close the calendar, the blog entry date is changed as well.

- 6 At the top of the window, click Add Entry.

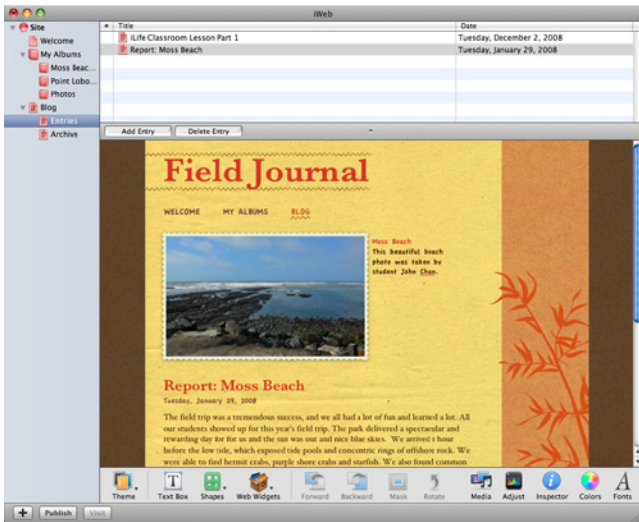
A new entry is created in the entry list, and a new blog entry template is opened below.



By clicking Add Entry, you create a new blog entry page. Repeat this each time you want to add a new entry to the blog.

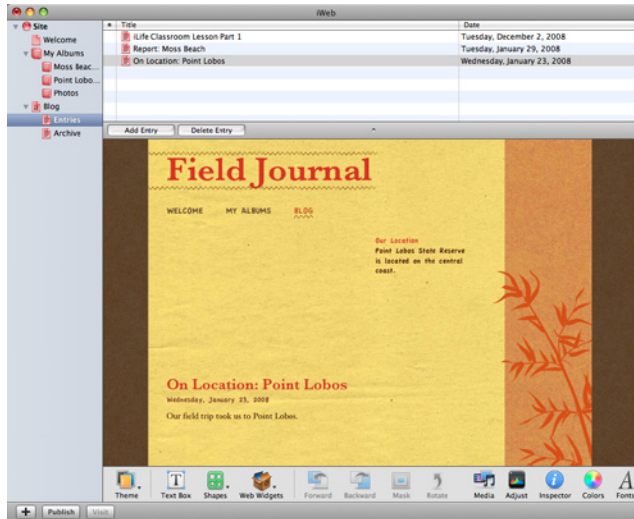
- 7 Repeat Steps 2-5 for this blog entry.

Your second blog entry is complete.



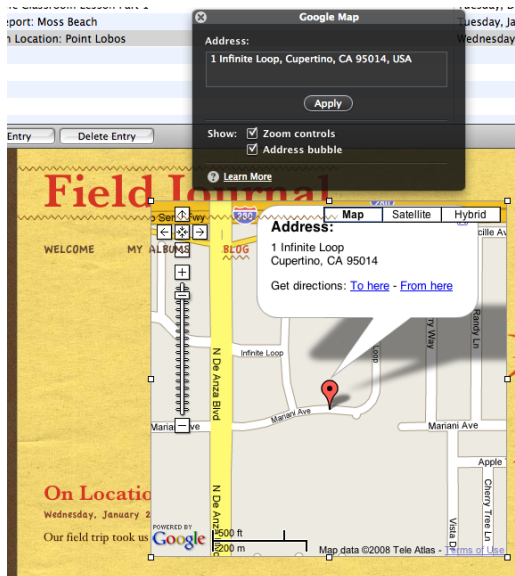
We've replaced the text and images on the second page with some from our Moss Beach information.

- 8 Add another blog entry by clicking Add Entry, and then repeating Steps 2-5. This time, delete the image by selecting it, and pressing Delete.



Our page template came complete with an image, which we've removed.

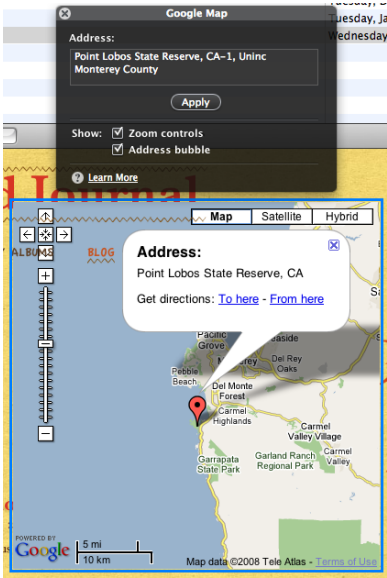
- 9 From the Web Widgets popup icon at the bottom of the page, choose Google Maps. A default Google Map widget is added to the page.



The Google Maps Web Widget defaults to a Cupertino, California address. We'll change that.

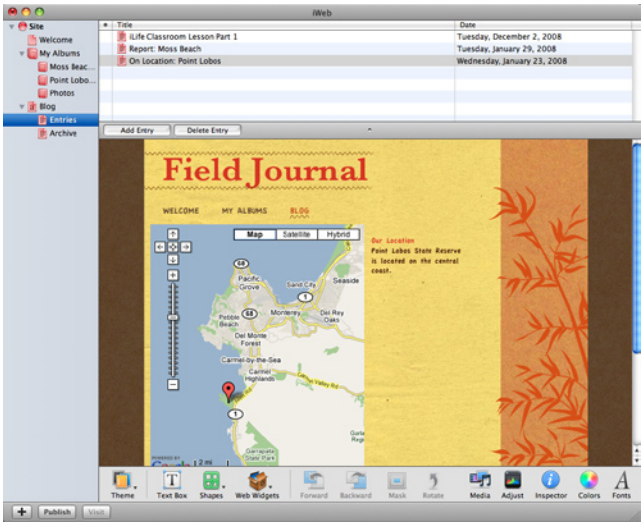
10 Type the address for the map and click Apply.

The map widget updates with the new location.



By entering the address of our field trip, we've adjusted our Google Maps Web Widget to reflect our Point Lobos location.

11 Move and resize the widget, text areas, and any graphics to clean up the page.



We've cleaned up our third blog entry by moving text around and moving and resizing the Google Maps Web Widget.

The location blog entry is ready.

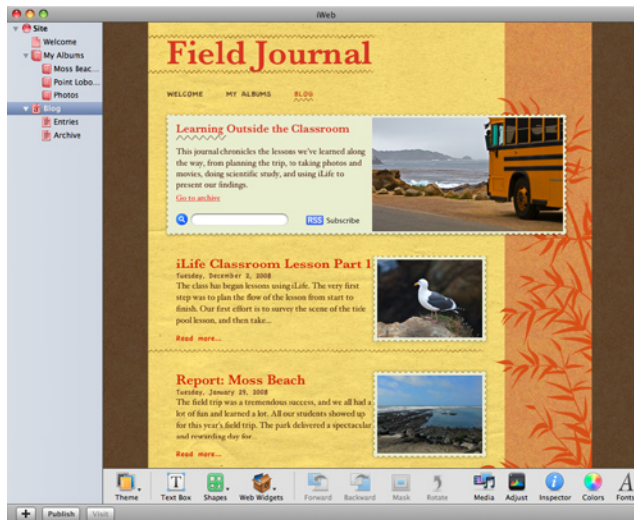
12 In the left column, click the blog index.

The blog index loads. While the entries at the bottom have been updated, the image and text at the top need to be customized.



Our Blog index draws from the blog entries to populate the bottom of the page—but we still need to customize the top.

13 Double-click each text area, and type new text to replace the placeholder text. Next, open the Media browser and replace the placeholder picture with one of your own.



We've changed the placeholder image of the singers to a photo from our field trip.

Your blog is now ready.

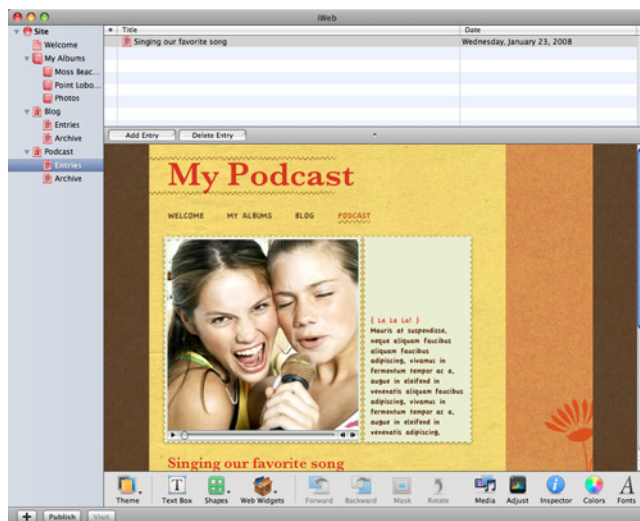
Creating A Podcast

Like blogs, creating a podcast is a great way to provide audio updates on a class project—and iWeb makes it easy to post a podcast that you created in GarageBand, or to display a video podcast from an iMovie project.

To create audio and video podcast pages:

- 1 With your site open in iWeb, click the + button on the bottom-left part of the window. In the Templates pane that slides down, select a theme and then the Podcast template, and then click Choose.

A new podcast index page loads.



A new podcast page looks—and works—very much like a blog page. It has an index, a page for each entry, and an archive.

- 2 Open the Media browser, and then click Audio.

The iTunes and GarageBand libraries load.



The Audio part of the Media inspector shows all the iTunes and GarageBand library contents.

- 3 In the Media browser, select GarageBand, and then drag a podcast episode onto the placeholder movie.

The podcast audio is placed on the page.



After we drop a podcast episode onto the template, the audio appears at the bottom—but we'll need to add our own image.

- In the Media browser, click Photos, drag an image onto the podcast placeholder, and then close the Media browser.



We've used the school logo as the opening image for our podcast.

- Edit the headline, caption, and description on the page by double-clicking each text area and typing new text.

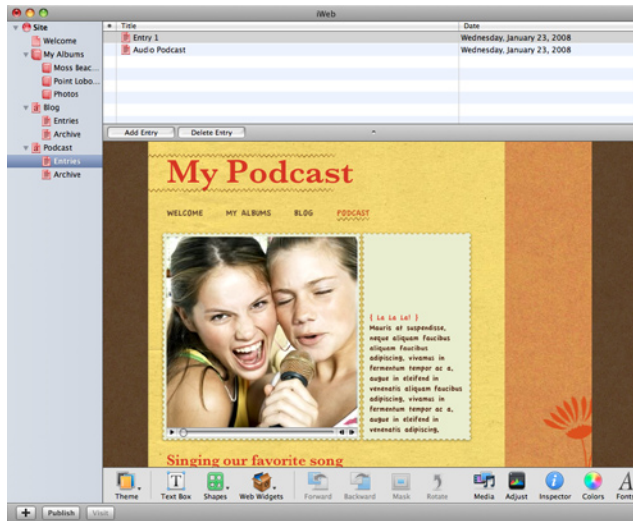


We've customized the text on the page to describe our audio podcast.

The audio podcast page is finished.

- 6 At the top of the screen, click Add Entry.

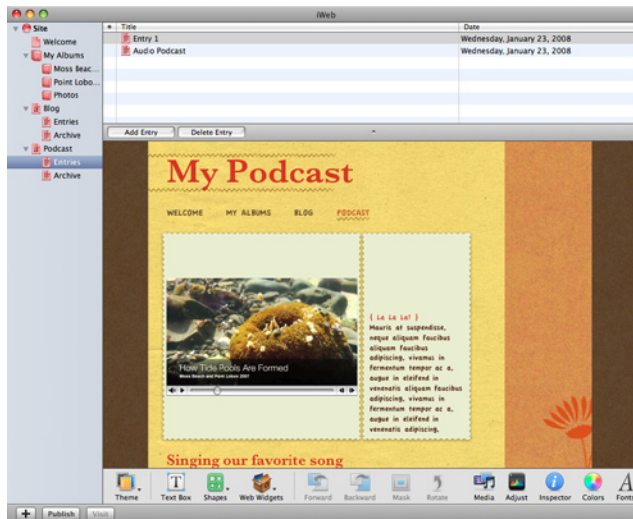
A new podcast page is added to your site.



We've created a second podcast page to serve as home for our video podcast.

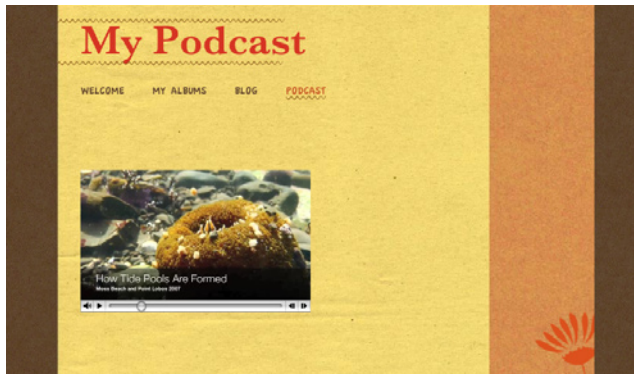
- 7 Open the Media browser, click Movies, and drag a movie from the browser onto the placeholder. Close the Media browser window.

The movie is added to the page.



After dragging a movie from the inspector to the placeholder, it appears on the page. Here, we've used a movie we created in iMovie.

- 8 Command-click the border around the movie and the caption and then press Delete.
Both elements are deleted from the page.



We've removed the caption and borders from the page to focus on the movie.

- 9 Move the movie just below the navigation elements, and then drag the lower-right corner to make the movie larger.



By moving the movie and resizing it, we've placed it front and center.

- 10 Adjust the location of the other elements on the page, and then replace the placeholder headlines and text with your own.



We've replaced the headlines and the summary with our own text. Notice how the name of the top entry changed after we changed the headline below the movie.

- 11 Click the Podcast index in the left column. In the Podcast episode list that opens at the top of the page, replace the placeholder headlines and text with your own—the episode summaries at the bottom should already be updated.



Our index page is nearly complete—we've customized the text on the index page by replacing the placeholder text.

- 12 Replace the placeholder picture with one of the images from the Media browser.



Finally, we've replaced the default image with one of our own from the tide pools field trip.

The podcast section of your site is complete.

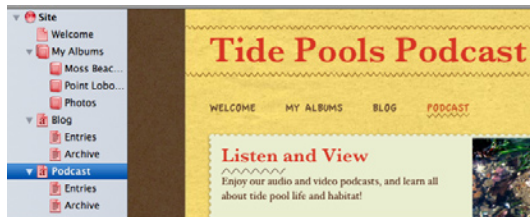
Managing Navigation And Links

iWeb makes it easy to manage your site's navigation and to create links to other pages—or even other sites.

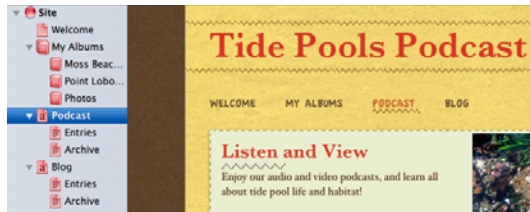
To manage your site's navigation and links:

- 1 Open your site in iWeb. On the left, rearrange the elements by dragging them up or down.

The navigation elements at the top of each page change to reflect the new order.



Before



After

By dragging an element on the left to a new position, the navigation on the right changes.

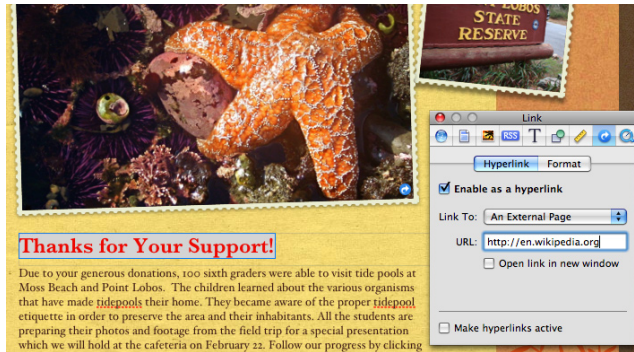
- 2 Select text that you'd like to make into a hyperlink, and click the Inspector button at the lower-right corner of the window.

The Inspector window opens.



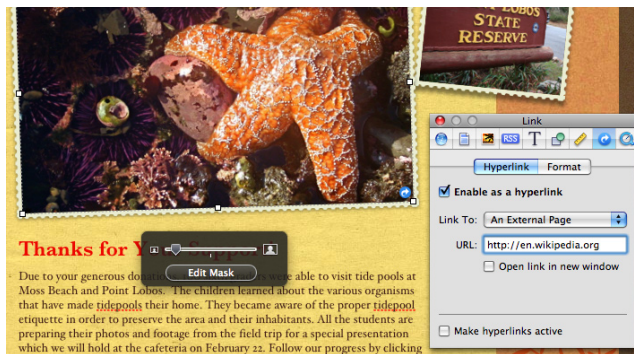
The Inspector window is essential to creating links. Here, it's opened to the Site Inspector by default—but we'll change that.

- 3 Click the Link icon in the Inspector window, and check the “Enable as a Hyperlink” checkbox. In the URL field, type the URL to which you’re linking.



We’ve turned the page headline into a link to Wikipedia by changing a couple of settings in the Link Inspector panel.

- 4 Now let’s create a link from an image. With the Link Inspector still open, select an image. Check the “Enable as a Hyperlink” checkbox. In the URL field, type the URL to which you’re linking.



We can do the same thing with an image—select it, and then use the Link Inspector panel to create a link to another page.

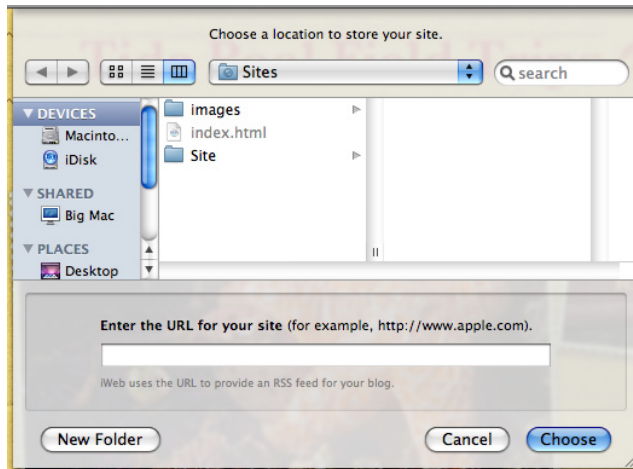
Publishing Your Site

The final step in creating a website is publishing it. We're assuming that you have web hosting arrangements with your school's website administrator.

To publish a site:

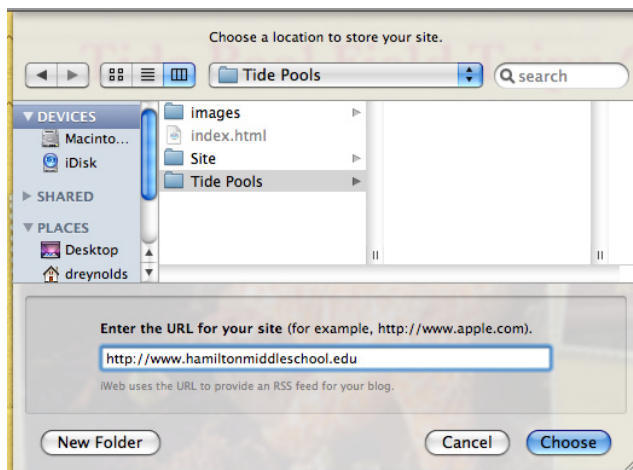
- 1 With your site open in iWeb, choose File -> Publish to a Folder.

A pane slides down.



The site publishing pane lets us choose a folder to publish the site in. It also requires the URL for the site so RSS feeds work properly.

- 2 In the "Enter the URL for your site" field, type your website's URL. Next, choose a location to save the site.



We've created a folder for our tide pool site, and entered the URL for our school's web site.

3 Click Choose.

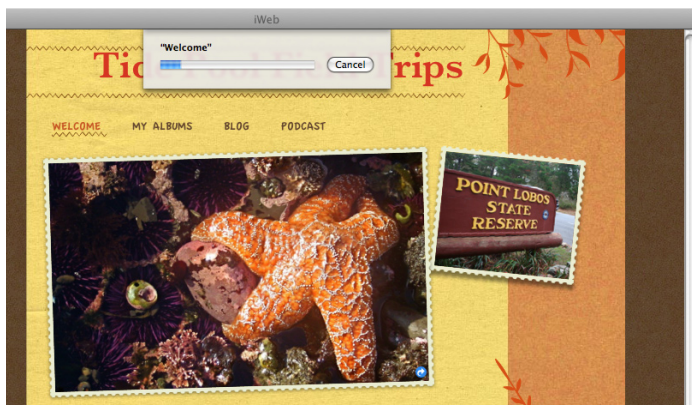
The Content Rights dialog box appears, asking you to make sure you own copyrights or have permission for everything that you publish.



Before publishing, be sure you have rights to use all of the content in your site.

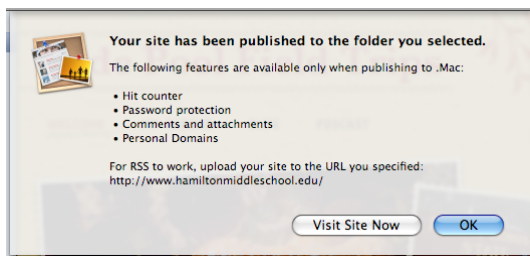
4 Click Continue.

iWeb prepares the site for publication, saving the files to the place you indicated earlier.



As you publish, a small progress bar appears at the top of the page.

5 Once finished, a pane slides down with additional .Mac publishing information. Click OK.



Once you've finished publishing your site, you'll be notified that it's complete.

Your site is now ready for publication. Follow the instructions given to you by your school's website administrator to upload and publish your site.

